

Inside This Issue

SLND E-Commerce Project Update	2
Introducing - ICM	2
SLND-Guarantor Bulletin Update	3
NDASFAA Update	3
Who's Coming and Going at SLND?	4
SLND Mailbag	4
Upcoming Events	4
SLND "All Star" of the Month	4
HECN - Student Information Systems Report	5
HECN Highlights	6
Humor...Extreme Travel Budgeting	8



Prairie Publications



**Volume 14, Issue 3
March 2002**

Bank of North Dakota Reports Record Student Loan Volume

Record student loan volume milestones were reached in January 2002, reported Eric Hardmeyer, President/Bank of North Dakota (BND). Student Loans of North Dakota (SLND), a division of BND, reached student loan volume milestones with the state guaranteed Dakota Education Alternative Loan (DEAL) program exceeding \$10 million for the first time in the program's history; in addition to the combined Federal Family Education Loan Program portfolio of BND and North Dakota Student Loan Trust, student loan volume surpassed \$500 million.

"This milestone represents the awareness our students have for the importance of furthering their education. We have implemented cutting-edge technology to bring BND to the forefront of financial aid services," Hardmeyer commented.

Julie Kubisiak, Director/Student Loans of North Dakota stated, "Student Loans of North Dakota and Bank of North Dakota have been dedicated to providing loan programs to help students finance their education. As a result of this, BND/SLND has helped more than 55,000 borrowers achieve their dreams of higher education."

BND, the nation's only state-owned bank, was established in 1919 to encourage and promote agriculture, commerce and industry in North Dakota. The nation's first federally insured student loan was made by BND in 1967. SLND is administered by BND and offers a variety of loan programs to help students and parents finance a college education.

Tammy Carlson, Coordinator - CIS/PD

SLND E-Commerce Project Update

As you may recall, last year SLND implemented a number of wonderful features in the electronic arena. A few of these features were: real time loan guaranty processing; borrower and financial aid office access online to Master Promissory Notes; and, a post office feature that allows for the routing of files, basically, anywhere in the nation. These features have greatly improved the student loan process; but the job isn't done yet!

We are currently working on an online cancellation/revision function which will move the process from the present mainframe environment to the Internet. The new process is being designed with the schools in mind. It will contain a "menu" bar line listing the various functions available. Once an option is selected for a particular student, appropriate information will display to assist in making any decisions. Only required data fields will appear for completion. All in all, we feel it should make the task much easier to complete for both schools and our office. Bismarck State College (BSC) has helped with the design of the screens and also has graciously agreed to assist in the required testing. We certainly need to give BSC a B-I-G thanks in advance!

Also included in the roll out of this phase will be electronic signatures for BND customers. The anticipated completion date for the present phase of our e-commerce project is June 11, 2002.

Wally Erhardt, Assoc. Director of Operations - SLND-Guarantor

Introducing - ICM

Through a cooperative venture of the National Council of Higher Education Loan Programs (NCHELP) and the guarantors who bring you the *Common Manual*, a valuable new resource is available for school and lender partners in the Federal Family Education Loan Program (FFELP).



The *Integrated Common Manual (ICM)* is an online *Common Manual* that is updated monthly to incorporate changes to policy approved by the *Common Manual* Governing Board. The changes are integrated into the existing *Manual* within ten days of each policy decision, making the *ICM* the most up-to-date source of FFELP student loan policy available...anywhere!

The *ICM* is available on NCHELP's Web site at www.nchelp.org under "NCHELP Initiatives".

The Common Manual was first published in December 1995 as a cooperative effort of guaranty agencies engaged in the Federal Family Education Loan Program. The manual contains policy guidance to assist schools and lenders in understanding the administrative requirements for loans made under the FFELP, and replaces the many individual policy publications of the FFELP guarantors.

Prairie Publications

ATTN: Program Development
Student Loans of North Dakota
PO Box 5524
Bismarck, ND 58506-5524

Available online at mystudentloanonline.com

Administered by Bank of North Dakota
overseen by Industrial Commission of North Dakota

GOVERNOR
John Hoeven

ATTORNEY GENERAL
Wayne Stenehjem

COMMISSIONER OF AGRICULTURE
Roger Johnson

Prairie Publications

By Student Loans of North Dakota is a newsletter circulated to lenders, college financial aid and admissions personnel, high school guidance counselors, other guaranty agencies, and individuals needing information about student loans. *All articles are of the writer's opinion and should not be construed as Student Loans of North Dakota policy unless so stated.*

SLND-Guarantor Bulletin Update

SLND-Guarantor Bulletin #1-02 was issued February 7, 2002. The bulletin included the following topics:

- 1) T-Bill rate for the quarter ending December 31, 2001 was 1.97%. The three-month commercial paper rate for the same quarter was 2.07%.
- 2) An update on NSLDS reporting features include an easy method for updating and adding student enrollment information, and for scheduling which days and how often rosters are created. Also included were changes to FFELP aggregate calculations.
- 3) *Common Manual* updates from batch 87 *Common Manual* policy changes include:
 - penalties for due diligence violations and gaps
 - the FAFSA as the loan application
 - common Consolidation loan forms
 - implementing policies related to supplemental claims

The 2001 Annual Bulletin Index was also provided on February 7, 2002 listing all of the 2001 bulletins and their topics. For copies of these bulletins, please contact Char at 1-800-472-2166 ext. 5753 or e-mail cfeist@state.nd.us.

Char Feist, Compliance Officer - SLND-Guarantor

NDASFAA Update

Hi there! Recently, I e-mailed lots of information to the list-serve on membership, committees, and the list-serve "list". Thanks to all who provided me with updates. I will be finalizing all of that information to send out the final committee lists, which will also be posted on our Web site at www.ndasfaa.org.

Speaking of our Web site, I am hoping that most of our members get a chance to visit and actually use the site. In working with updating the membership, I have become very comfortable with using the online directory instead of falling back on the old paper directory. Currently, you are unable to download the whole directory, but you (or someone) can "copy and paste" to word processing and print if you really need to.

There have been some recent schedule changes made for Decentralized Training and our spring conference as compared to what has been on the Web site. Since North Dakota is hosting the next RMASFAA Conference, we will be especially busy with both RMASFAA and NDASFAA business. Therefore, registration for Decentralized Training will begin earlier on Tuesday, April 16, and will finish up early on Wednesday morning, which will be followed by RMASFAA conference committee meetings, lunch, NDASFAA committee meetings, and finally the business meeting. We will end our day with a visit to Sitting Bull College for a tour and entertainment. Check out the revised schedule on our Web site.

I am very much looking forward to this conference. We will begin with some work, but it will be fun work. We will really need the efforts of all to work towards a successful year and a grand RMASFAA Conference in North Dakota. So, get your plans made to head to Prairie Knights, south of Mandan, April 16-19 for Decentralized Training and our NDASFAA Conference.

Lynn Aaberg, President - NDASFAA

SLND “All Star” of the Month

Diane Wilken was chosen as SLND’s “All Star” of the Month for February.

Her employment for the SLND-Loan Servicing area began in July 1996 as an Office Assistant.

Diane is always helpful, pleasant, and very dedicated to details. Her Customer Service Committee work, where she contributed ideas and “pitched in”, was enjoyed by her committee members. Diane is one of SLNDs behind the scenes “unsung heroes”!



Congratulations!

Who’s Coming and Going at SLND?

Bob Baier has joined SLND-Loan Servicing as a Collection Officer for the Customer Service area. Bob was previously employed with Basin Electric. *Welcome!*



SLND Mailbag

A fellow from the Caribbean called as a result of an Internet search for jobs and occupations. He said our toll free number came up through his Internet search and he called to get more information on the national average for marketing specialists. We gave him the North Dakota salary ranges from our *Careers and Wages in North Dakota* brochure, and also gave him the Web address of the U.S. Department of Labor’s *Occupational Outlook Handbook for 2002-2003*. He thanked us for being so helpful and said he hoped the warmth of the weather in the Caribbean would radiate through the phone lines to us in North Dakota!

Peggy Anderson, Coordinator - CIS/PD

Upcoming Events

NCHELP Debt Management Conference - March 17-20 in Frisco, TX

SLND Mid-Winter Forum - March 12 in Bismarck, ND

North Dakota Student Loan Awareness Month - April 8-12

RMAFSA Decentralized Training - April 16-17

NDASFAA Spring Conference - April 17-19 at Prairie Knights Lodge

National Teach Children to Save Day - April 18

HECN - Student Information Systems Report

It was recently announced that the student data system can now be auto-populated with data from the Web application for admission, thereby reducing the data entry time and chance of input error.

Take the time to read Admissions Update #9 dated February 15, 2002, or visit the Web documentation site at http://www.rdb.und.nodak.edu/www_hecndoc_pub/hpub_disnews?chapid=USSNAMCURAM which outlines how this may be done. I'll just provide a quick overview here.

- The student applying for admission answers all the questions on the application form for the institution they wish to attend.
- This data is submitted to the institution.
- The institution's admissions office reviews the electronic data on the Web application and if the student has met institutional requirements (some require the application fee to have reached them prior to entering the student on their admissions system), the data is passed electronically from the Web to AM07 (a new tran id for receiving student's data from Web applications).

Of course, there are procedures in place at each campus associated with this new process. Some schools print off the Web application and retain it for their files. Some verify the accuracy of the data that was submitted by the student via the Web with what has been electronically passed to the AM07 screen and then toss the application (it isn't really tossed anyway as it is retained in an electronic format for a period of time).

Offices using the new process are reporting a reduction in data entry. I guess that would be obvious. But also, offices that have been receiving Web applications for some time have experienced some displeasure in the data entry process associated with these applications since the printed format of such applications is not the same as the hard copy application for admission. Data entry becomes almost a rote function and having to enter data that looks different and has information in different places from familiar input formats can be frustrating. This new process eliminates that frustration.

If you haven't yet used the new process, I invite you to check it out. You will need to get security clearance for AM07 so you can check the data that is passed. Other than that, no new screens should be required.

If you have questions or concerns, please feel free to contact me at 701-777-5031 or use my e-mail address which is charles_fjeld@mail.und.nodak.edu.

Charles Fjeld - NDUS, HECN-SIS, Grand Forks, ND

HECN Highlights

In the last month we have received multiple questions on the Transcript process used by the State System. Therefore we have decided to write up some general instructions about the process.

What happens?

ISIRs load to the HECN system. If a student's ISIR has six or more loans, or if their required, requested, and received numbers for transcripts on the system don't match, they will have a miscellaneous document code of 080 put on Page 5 of FI20.

Document code 080 is used by the transcript programs to request and receive Financial Aid Transcripts (FAT) from NSLDS. If an 080 is listed on FI20, the program that requests transcripts will send that student's information to request a FAT from NSLDS; the program will also put a date in the sent column of FI20. When the program that receives the FAT runs and the student's information comes back from NSLDS, a date will be added to the received date column of FI20. However, if you decide you do not want to send a particular student's information, you may delete the 080 on FI20.

What next?

Run JCLFI264 (NSLDS Transcripts Required). This program will compare the required, requested, and received number of transcripts, and prepare a list of students whose record may have been changed since the ISIRs loaded. This program does not update the database and it may be run anytime. If you find a student who you want to request a FAT from NSLDS, a 080 can be added to FI20.

How do I request?

The next step is to request transcripts from NSLDS. This is done by running JCLFE630 (FAT 2002 Year—Batch Request). JCLFE630 is for the calendar year, not the school year. This program sends the information about students with 080 document codes to NSLDS for transcripts. The miscellaneous document code must be set up for the institution in order for this program to work on Tran ID FT94. These students are placed on a data file that is sent to the Department of Education. The data file has the information that the Department of Education needs to send us a full transcript back. The report shows all the students with a miscellaneous document code of 080 and a sent date or received date.

How do I receive the information?

The Financial Aid Transcripts are received from NSLDS by running JCLFE640 (FAT 2002 Year—Batch Results). JCLFE640 is run for the calendar year, not the school year. This report shows students that have a miscellaneous document code of 080 and a sent date with no errors. This program processed the data received from the Department of Education for the transcripts. The data is printed for the schools to use.

What do I do with this information?

The FAT needs to be reviewed by the school and handled according to the school's policy. The information from the FAT may be entered on FI20 Page 3.

Continued on Page 7

Humor...Extreme Travel Budgeting

You know your company is in deep financial trouble when they start sending out memos, like the following, to reduce the travel budget:

TRAVEL BUDGETS EFFECTIVE IMMEDIATELY

TRANSPORTATION

Hitchhiking in lieu of commercial transport is the preferred choice. Luminescent safety vests will be issued to all employees prior to their departure on company business trips. Bus transportation will be used whenever hitchhiking is not possible. Airline tickets will only be authorized for purchase in extreme circumstances and the lowest fares will be used.

LODGING

All employees are encouraged to stay with relatives, friends or mere acquaintances while on company business. If weather permits, public areas such as parks, roadside rests and parking lots should be used for temporary lodging sites. Bridges and tunnels may provide shelter in periods of inclement weather.

MEALS

Expenditure for meals will be limited to the absolute minimum. It should be noted that certain grocery chains often provide free samples of promotional items. Entire meals can often be consumed in this manner. Travelers should also become familiar with indigenous roots, berries and other protein sources available at their destination. If restaurants must be utilized, travelers should seek establishments offering “all you can eat” salad bars. This will be especially cost effective to employees traveling together, as a single plate can be used to feed the entire group. Employees are also encouraged to bring their own food while on company business.

ENTERTAINMENT

Entertainment while on travel is strictly discouraged. If such extravagances are required on customer contacts, the customer should be encouraged to “pick up the tab”. Such action will save company money and convince the customer that we are concerned about spending money on providing a good product—not on useless frivolities. The hospitality provided to our customers who visit our facility shall also be tasteful, yet cost effective. In lieu of extravagant dinners, a picnic bench will be placed in the parking lot near the dumpster and a green garden hose will be made available so that liquid refreshments can be provided to our guests.

—From *Joke4Today.com*

